III. Institutional Biosafety Committee

A. Membership

The IBC shall be comprised of no fewer than five members who collectively have experience and expertise in recombinant DNA technology and infectious agents, and the capability to assess the safety of such activities and any potential risk to public health or the environment. In concurrence with the NIH guidelines, at least two members of the committee shall not be affiliated with Grinnell College (apart from membership on the IBC) and shall represent the interest of the community area with respect to the health and protection of the environment. Individuals who are not affiliated with the College shall be nominated by the College's Director of Community Enhancement and then approved by the President of the College. One member of the committee shall represent the laboratory technical staff. Any faculty and staff members are nominated for two-year terms by the FOC and then approved by the President of the College. One faculty member is nominated by the FOC to serve as chair, pending final approval by the President. Any vacancies shall be filled as soon as practical after they occur.

B. Duties

1. To review all proposals for research/courses involving the use of biohazards to assure compliance with the NIH Guidelines For Research Involving Recombinant DNA Molecules and the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories.

   Ethical Standards

   The chair of the IBC will keep on file current regulations concerning the use of biohazards. Federal regulations for biohazards are found in the National Institute of Health's *Guidelines for Research Involving Recombinant DNA Molecules*. In addition, guidance in making ethical decisions may be obtained from the statement on ethical principles published by professional associations in the sciences and social sciences.

   Research

   a. Research is defined as systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge.

   b. Biohazards are defined as recombinant DNA molecules or infectious agents.

   c. All research proposals undertaken for student research, for faculty research, or for grants from the College, federal government, or other granting agencies, must be reviewed by the IBC. All proposals with biohazards will receive full review, except research proposal modifications:

   Minor Modifications:

Repetitions of approved research involving insignificant variations in procedure need *not* be reviewed by the IBC.

Major Modifications:

Significant modifications to research proposals (either procedures or subject populations) require the principal investigator to submit a modification request form to the IBC for review.

Procedures

When a registration form is submitted, a copy will be sent to all committee members via electronic mail. The members will be polled to see if any member wishes to have the protocol reviewed by the entire committee, and asked to respond within five business days. If such a review is requested by any member within the allotted time period, the chair will arrange for the proposal to be reviewed by the full committee. Otherwise, the chair will appoint a designee to review the protocol on behalf of the committee.

a. Designees communicate with the Principal Investigator of a protocol under review through the committee chair. Questions and requests for revisions or clarifications should be sent by the designated reviewer to the committee chair. The committee chair, on behalf of the committee, will ask the Principal Investigator to respond.

b. Once the designated reviewer is satisfied that the protocol is in compliance with NIH Guidelines, she or he should recommend approval of the protocol to the committee chair. The chair, on behalf of the committee, sends the Principal Investigator official notification that she or he may begin the research described in the protocol and reports the protocol's approval at the next full committee meeting.

c. If a protocol is reviewed by the full committee, and a majority of the members of the IBC vote to approve a research proposal, then it is approved. No member of the IBC may be involved in the review or approval of a project in which he or she has been or expects to be engaged or has a direct financial interest. The chair shall not participate in the review of proposals in which the chair is the researcher. In such cases, another member of the IBC selected by the IBC will temporarily take over the chair's duties.

d. If a majority of the members of the IBC vote to deny approval of a research proposal, then it is not approved and is not to be carried out. The chair of the committee is to convey the IBC's reservations to the researcher. A research proposal may be re-submitted after being modified to satisfy the reservations of the IBC.

e. In addition to approval by the IBC, a proposal may require the approval of the IRB or the IACUC if the research project includes use of human participants or animal subjects in addition to biohazards.

2. To conduct periodic self-studies of the effectiveness of College policy on biosafety and the implementation procedures, reporting the results to the Dean and recommending any needed revisions

3. To develop, maintain and advertise college procedures for safely transporting, handling and disposing of biohazards.

4. To develop and maintain emergency plans for biohazards

C. Publicity

The IBC will publicize its existence and purpose on the IBC website on the Dean's page and by notices to faculty at the beginning of each academic year.

D. Report

The chair of the IBC will submit an annual written report of the IBC's activities to the Dean of the College.